

## **REQUEST FOR QUOTATION (RFQ)**

### **FOR PROVISION OF TOYOTA COASTER (29 SEATS' CAPACITY) & TOYOTA HI-ROOF GRAND CABIN VAN (14 SEATS' CAPACITY) ON RENT TO PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY (PIEDMC)**

#### **1. Purpose**

To select contractor who could provide transport on monthly rent for pick and drop of the PIEDMC employees from Lahore city area to PIEDMC Head Office (Sundar Industrial Estate).

#### **2. Scope of Services**

The contractor is to provide one Toyota Coaster of the capacity of 29 seats and one Toyota Hi-roof Grand Cabin having capacity of 14 seats on monthly rent from Lahore city to Sundar Industrial Estate and back.

#### **3. Period of Contract**

Services will be engaged for the period of 12 months, renewable, with the consent of both the parties and terminable upon two months' prior notice by either party.

#### **4. Other Terms and Conditions**

- a. PIEDMC shall only pay fixed monthly rent. Rest all expenses such as Cost of Driver, POL, repair & maintenance both major and minor, change of engine oil, toll taxes, route permit, fitness certificate etc. shall be the responsibility of contractor.
- b. In case of fuel price changes, after the agreement, increase or decrease from the rate at the date of opening of bids, shall be made in the monthly bills accordingly.
- c. Drivers' salary, over time (if any) shall be paid by the contractor.
- d. Pick and drop points of the employees will be decided mutually.
- e. Provided vehicles are likely to cover mileage (both-ways) on daily basis as mentioned below: -
  - Toyota Coaster about 130 - 135 kms.
  - Toyota Hi-Roof Grand Cabin about 140-145 kms.
- f. The contract will be awarded to the lowest contract price by adding quoted rent for both the vehicles.
- g. Bid must be accompanied with Rs. 50,000/- which is 0.5% of the estimated cost, as bid security in the form of CDR/Pay Order/DD from scheduled bank in Pakistan in favour of PIEDMC. Failing which the respective bid will stand non-responsive. Bid security to unsuccessful bidders will be returned after award of work and bid security of the lowest bidder will be returned after submission of the performance guarantee by the lowest bidder.
- h. Successful bidder will have to submit performance guarantee in the shape of Bank guarantee from a scheduled bank in Pakistan in favour of PIEDMC @ 5 % of the contract amount within 15 days of the award of contract.

#### **5. Workdays and Working hours**

The regular workdays of the transportation of the staff are from Monday to Friday as per office timings; however, if the services would be needed on Saturday, Sunday or during gazetted holidays the selected contractor / company shall have to provide the vehicles. In that case extra charges to the contractors / company shall be paid by PIEDMC on pro-rata basis. However, on public holidays

fuel charges, on average per day consumption as prevailing rates (coaster 40 liters & Hi-roof Grad Cabin 25 liters), shall be deducted. Also due to any calamity / epidemic if services are not utilized, fuel charges shall not be included in the monthly rent.

**6. Preference of Vehicles**

The contractors having own vehicles (not below the model 2020) may apply, however, new model vehicles shall be given preference if the quoted rates are equal.

**7. Responsibilities of the Contractor / Owner**

The Owner / Contractor shall be responsible for:-

- a. Provide list of vehicles and names of drivers with a photocopies of the Insurance documents, driver’s license.
- b. Settle any claim by 3rd Party including road accidents without the involvement of the PIEDMC while driving vehicle.
- c. Pay all road tax and applicable fee on the rented vehicles including route permit while driving for the PIEDMC staff.
- d. Undertake servicing of vehicles once a week and get the oil changed after the required mileage.
- e. Ensure that vehicles are properly maintained and cleaned.
- f. Ensure vehicles have cell phone communication.
- g. In case of breakdown of vehicle during journey or before set in for journey the contractor shall have to provide the proper reasonable replacement immediately.
- h. Fulfillment of all governmental compulsory requirements.

**8. Responsibilities of the Organization (PIEDMC)**

The Owner will report to the General Manager (Admin & HR), PIEDMC for the delivery of services under the decided Terms of Reference. The PIEDMC will be responsible for:

- a. Provide itineraries / route / pick and drop points
- b. Provide a list of staff authorized to use the vehicles
- c. Payment will be based on contract issued and upon submission of invoice

**9. Eligibility Criteria**

Following will be the eligibility criteria:-

- a. The contractor must have had at least three (3) years acceptable prior experience in rental and hiring services for Vehicles.
- b. The bidder must provide at least 3 clients to whom similar requirements have been provided, in the table below. Failure to provide this information will consider the offer as non-responsive. (Letters of reference /clients satisfactory must be attached)

Company/office Name	Address & Telephone No	Year

- c. Physical condition of the vehicles should be excellent

**10. Provision of Company Profile**

All interested companies are to provide their company profile, office address, telephone numbers etc.

**11. Award Criteria**

The contract will be awarded to lowest responsive bidder.

**12. "FORM TO OFFER TENDER" is attached.**



## PUNJAB INDUSTRIAL ESTATES

Head office: Commercial Area (North)  
Sunder Industrial Estate,  
Sundar -Raiwind Road, Lahore  
Phone (042) 35297203- 6, 042- 99332519-20



### FORM TO OFFER TENDER

Name of the person / company offering tender \_\_\_\_\_

CNIC No. \_\_\_\_\_ Telephone No \_\_\_\_\_

(Attach photocopy)

Email Address. \_\_\_\_\_ NTN No. \_\_\_\_\_

Postal Address. \_\_\_\_\_

Estimated per day traveling (Vehicle -Wise) is as follows:

- Toyota Coaster about 130 - 135 kms.
- Toyota Hi-Roof Grand Cabin about 140-145 kms.

S #	Make of Vehicle	Model	Seats	Monthly Rent including all taxes
(a)	1 X Toyota Coaster	2020	29	
(b)	1 X Toyota Hi-Roof Grand Cabin	or above	14	
<b>Total</b>				

(Offered price in words. \_\_\_\_\_)

**Note:** - Please attach the following documents:

- List of clients (as per para 9 of RFQ)
- Company profile on letter head
- Copy of NTN Certificate

*Certified that I have read the all clauses of RFQ carefully and understood them. I shall be bound to fulfill all of requirements and responsibilities as enumerated in the RFQ document, if selected.*

**Date:** \_\_\_\_\_

**Signature** \_\_\_\_\_